



CITY OF KIRKLAND

MARINA PARK PAVILION USE GUIDELINES

Phone: 425-587-3398

Fax: 425-587-3396

Email: kball@kirklandwa.gov

Mondays – Fridays 6:30am-3:30pm

Mailing Address: City of Kirkland, 123 5th Ave.
Kirkland, WA 98033

Attn: Parks MC- Kevin Ball

Drop Off: 1129 8th, Kirkland, WA 98033

INTRODUCTION

Thank you for choosing a Kirkland park to celebrate your next picnic or family gathering. This rental guide provides the essential information needed for you to make a park reservation.

WHEN TO RESERVE

Reservation requests are processed in the order received. It is best to make a reservation as early as possible. Availability is subject to change.

Requests received less than 30 days' prior to event:

Cannot include any special uses (catering, alcohol, entertainment, equipment, etc....).

Requests received less than 5 business days' prior to event will not be processed and payment returned.

CHECK PARK AVAILABILITY

You can check park availability either online, via email, or by phone (not all parks have online postings).

☐ **Online:**

http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm

☐ **Phone:** 425.587.3398

☐ **Email:** kball@kirklandwa.gov

RENTAL HOURS AVAILABLE

Rentals can occur between 7am and 11pm. There is a two hour minimum requirement.

The Marina Pavilion is available for rent year round with the following exceptions:

4th of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.

Note: There may be multiple events on the same day, please arrive and depart at your scheduled time!

EMERGENCIES

For park related emergencies call the after-hours number **425-864-3431** after 3:30pm on weekdays or anytime on weekends. Call **425-587-3398** on weekdays before 3:30pm. For medical or other emergencies call 9-1-1 or for Kirkland Police Department non-emergencies call **425-577-5656**.

WHAT TO SUBMIT TO MAKE A RESERVATION

Form with agreements section signed can be scanned and submitted by email, fax, mail, or drop-off a minimum of 5 business days' in advance. See Instruction section at the top of form. Incomplete request forms will be returned to sender.

http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm

Payment is required with application form. Requested dates and times will not be held for requests submitted without payment.

CONFIRMING THE RESERVATION

Once forms and fees are processed, a rental confirmation will be sent to the email address provided, which will also show payment received. A packet will also be mailed to you containing a copy of your confirmation, any applicable special use permits, park code reminders, map with driving directions, and information on recycling and litter control.

CANCELLATION POLICY

Cancellations must be made in writing (email is acceptable).

- Cancellations made 90 or more days prior to the event will receive a full refund of the rental fees, less a \$25 administrative fee.
- Cancellations made 30 – 89 days prior to the event will be charged a \$25 administrative fee or 50% of the rental fees (whichever is greater).
- Cancellations made 0 – 29 days prior to the event will result in no refund of the rental fees.
- No refunds will be made due to weather conditions.
- Policies are subject to change.

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a \$25 rescheduling fee. A minimum of 10 business days' notice is required in order to be considered a reschedule. A new rental confirmation will be issued.

ALCOHOL

If serving beer and/or wine additional requirements must be met. Please refer to the alcohol requirements and alcohol permit in the Quick Links section of the web page.

PARKING

Parking at most parks is limited and only available on a first-come, first-serve basis. All groups are advised and encouraged to carpool.

CATERING

If you are bringing your own food or having a company (caterer) drop-off food, a catering application is not required. If you are having a company (caterer) prepare and/or serve food on site in the park, a catering application is required (see Quick links section of web page).

ADDITIONAL EQUIPMENT

If you plan to have a company provide additional equipment on site in the park (i.e. tables, chairs, tents/canopies, staging etc.), a site plan is required*. Note: All equipment must be delivered and picked up during the scheduled park reservation time. A copy of the equipment order from the vendor is required.

WATER FOWL

Water fowl are common visitors to park sites. Be aware that you may experience droppings at the parks, especially at beach front parks. Please do not feed the geese and ducks.

BBQ GRILLS

Only gas BBQ's are allowed in the Marina Park Pavilion.

RIGHTS & PRIVILEGES

- Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on their confirmation and reservation sign. Be sure to have a copy of your facility use permit with you at the park to avoid scheduling conflicts.

- Should a conflict persist, please call the Kirkland Parks after hour's number at 425-864-3431 or 9-1-1 and ask for assistance.

- Your approved reservation allows you exclusive use of the specific picnic site or other designated area of the park only as shown on your confirmation. Please refer to the park map for specific areas. All other areas of the park are open to all users. The entire park will not be closed to a private group or function under any circumstance.

RENTER'S RESPONSIBILITY

Applicant must be in attendance at the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Make area presentable for the next group.
- Ensure everyone attending event are following City Codes, Policies and Ordinances.

CITY CODES, POLICIES & ORDINANCES

All City of Kirkland Codes & Ordinances will be in effect and enforced at all City of Kirkland facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. per the K.M.C. & Park rules.

During the rental of city facilities, renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The following activities are prohibited at city outdoor park facilities, including all picnic areas.

- Sound may not be amplified or travel beyond 30 ft. of its origin for private events
- Motorized vehicles on the turf or grass or in unauthorized areas.
- Digging and/or driving stakes into the ground. If canopies or tents are used, they must be weighed down, not staked.
- Dunk tanks, pony rides and trackless trains, inflatables are not permitted in any park.